

NATIONAL CAPITAL PLANNING COMMISSION  
Washington 25, D.C.

POLICIES AND PROCEDURES FOR CONSULTATION BY FEDERAL AGENCIES WITH THE  
NATIONAL CAPITAL PLANNING COMMISSION WITH RESPECT TO FEDERAL DEVELOP-  
MENT AND PROJECTS AND PUBLIC WORKS PROGRAMS WITHIN THE NATIONAL  
CAPITAL REGION:

1. Authority:

These policies and procedures are issued by the National Capital Planning Commission pursuant to and in furtherance of:

- a. Sections 5 and 7 of the National Capital Planning Act of 1952 (66 Stat 781, 40 U.S.C. 71); and
- b. Sections 3 and 85 of the Bureau of the Budget Circular No. A-11.

Copies of these documents are attached for your convenience.

2. Applicability:

a. These regulations are applicable to all Federal agency projects except those indicated in Section 5(b) of the National Capital Planning Act of 1952, namely:

(1) Projects within the Capitol grounds.

(2) Structures erected by the Department of Defense during wartime or national emergency within existing military, naval or air base reservations except that the agency involved shall consult with the Commission.

b. All projects considered applicable by paragraph 2.a. above and within the geographic limits of the National Capital Area shall be reviewed by this Commission.

c. All projects other than those in the following categories shall be submitted to the National Capital Planning Commission:

(1) Normal maintenance of buildings, interior modifications, structural alterations not involving a significant change in appearance of the structures, increasing in the number of employees, the original ground coverage of the structure, or major change of use.

(2) Normal maintenance of streets and utilities such as re-paving and re-building within existing curb lines.

(3) Minor park structures and site developments within areas for which preliminary development plans have been reviewed and recommended.

Due to the multiplicity of kinds and types of projects planned and developed by Federal agencies, there may be some doubt as to which ones need not be submitted. In such cases, the Commission's staff will clarify any questions.

3. Definitions:

a. National Capital Area, National Capital Region and National Capital and its environs are used interchangeably and include Montgomery and Prince Georges Counties in Maryland and Arlington, Fairfax, Loudoun and Prince William Counties in Virginia and all cities now or hereafter existing in Maryland or Virginia within the geographic area bounded by the outer boundaries of the combined area of said counties.

b. National Capital means the District of Columbia and territory owned by the United States within the environs.

4. Required Submissions:

a. What: - Proposed Federal capital improvements.

b. Stages:

(1) Prior to general site location and land acquisition.

(2) Upon the availability of preliminary development plans.

(3) Upon the completion of final plans. Because such final plans and designs are in most cases a part of the construction funds as requested in the budget, projects receiving general or preliminary approval should be reviewed by the Commission's staff in the final plan or construction drawing stage for conformance to preliminary plans.

c. When:

(1) Capital improvements in the final stage, construction or land acquisition for the following year's budget shall be submitted by July 15 of the applicable year.

(2) Items in the first two stages may be submitted at any time for Commission action.

Upon receipt of a capital improvement budget, those items of minor significance of those having previous recommendation by the Commission in general or preliminary forms will be removed as not requiring further action by the Commission. The remaining items, either in general or preliminary form will be reviewed by the Commission for

recommendation and compliance with the Bureau of the Budget's directives.

5. Detail of Submission:

a. General site location and land acquisition:

- (1) Maps indicating location or locations under consideration
- (2) Criteria of installation including site size, number of employees, utilities requirements, location requirements, inter and intra agency relationships and transportation requirements.
- (3) Any other pertinent information to support the request.

b. Preliminary development plans:

- (1) Site plans.
- (2) Building plans.
- (3) Information concerning impact of agency on environs.

c. Final plans:

- (1) Site plans.
- (2) Building plans.
- (3) Information concerning impact of agency on environs.

6. Review of Advance Public Works Programs:

Since all Federal agencies submit Advance Public Works Programs to the Bureau of the Budget, this Commission will use these submissions rather than require duplicate copies. The Commission may request additional information pertaining to any projects listed in order to insure compliance with provisions of its authority.

EXCERPTS

Public Law 592 - 82d Congress  
Chapter 949 - 2d Congress  
H.R. 7502

National Capital Planning Act of 1952  
(66 Stat. 781; U.S.C. 71)

"Proposed Federal and District Developments and Projects

"General Procedure for Consultation With Commission

"Sec. 5. (a) In order to insure the comprehensive planning and orderly development of the National Capital, each Federal and District of Columbia agency prior to the preparation of construction plans originated by such agency for proposed developments and projects or to commitments for the acquisition of land, to be paid for in whole or in part from Federal or District funds, shall advise and consult with the Commission in the preparation by the agency of plans and programs in preliminary and successive stages which affect the plan and development of the National Capital: Provided, however, That the Commission shall determine in advance the type or kinds of plans, developments, projects, improvements, or acquisitions which do not need to be submitted for review by the Commission as to conformity with its plans. After receipt of such plans, maps, and data, it shall be the duty of the Commission to make promptly a preliminary report and recommendations to the agency or agencies concerned. If, after having received and considered the report and recommendations of the Commission the agency does not concur, it shall advise the Commission with its reasons therefor, and the Commission shall submit a final report. After such consultation and suitable consideration of the views of the Commission the agency may proceed to take action in accordance with its legal responsibilities and authority.

"Exceptions

"(b) The procedure prescribed in subsection 5 (a) hereof shall not apply to projects within the Capitol grounds or to structures erected by the Department of Defense during wartime or national emergency within existing military, naval, or Air Force reservations, except that the appropriate defense agency shall consult with the Commission as to any developments which materially affect traffic or require coordinated planning of the surrounding area."

"Additional Procedure for Consultation on Developments and Projects  
in the Environs

"(d) Within the environs, general plans showing the location, character, extent and intensity of use for proposed Federal and District

developments and projects involving the acquisition of land, shall be submitted to the Commission for report and recommendations before final commitment to said acquisition, unless such matters shall have been specifically approved by an Act of Congress. Before acting on any general plan, the Commission shall advise and consult with the Council and the appropriate planning agency having jurisdiction over the affected part of the environs. When, in the judgment of the Commission, proposed developments or projects submitted to the Commission under subsection (a) hereof involve a major change in the character or intensity of an existing use in the environs, the Commission shall likewise advise and consult with the Council and the aforesaid planning agency. The report and recommendations required under this subsection shall be submitted within sixty days and shall be accompanied by any reports or recommendations that may have been prepared by the Council or the aforesaid planning agency.

"(e) It is the intent of the foregoing provisions of this section to obtain cooperation and correlation of effort between the various agencies of the Federal and District Governments which are responsible for public developments and projects, including the acquisition of land. These agencies, therefore, shall look to the Commission and utilize it as the central planning agency for the Federal and District Governments in the National Capital region. To aid the Commission in carrying out this function, plans, data, and records, or copies thereof, necessary to the Commission shall be furnished upon its request by such Federal and District governmental agencies; and the Commission shall likewise furnish related plans, data, and records, or copies thereof, to Federal and District of Columbia governmental agencies upon request."

"Six-Year Public Works Program

"Sec. 7. The Commission shall recommend a six-year program of public works projects which it shall review annually with the agencies concerned. To this end each Federal agency and the Board of Commissioners of the District of Columbia shall submit to the Commission in the first quarter of each fiscal year a copy of its advance program of capital improvements within the National Capital and its environs."

EXCERPT

BUREAU OF THE BUDGET  
Executive Office of the President

Circular No. A-11

Instructions for the Preparation and Submission of Annual Budget  
Estimates:

"Sec 3 (p)

.... Estimates for construction of public works in the National Capital Area will be submitted only after the agency has consulted with the National Capital Planning Commission in the preparation of plans and programs.

"Sec 85

.... For public works in the National Capital Area, the justification should contain a statement concerning consultation with the National Capital Planning Commission ..... (Sec 3 (p)) "

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